CONFIDENTIAL

2 July 1974

MEMORANDUM FOR: Chief, Plans, Programs Branch

SUBJECT   :   Annual Report Call for FY-1974

Attached is the Information Systems Security
Group submission for the Annual Report Call for
Fiscal Year 1974.

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Chief, Information Systems Security Group

Attachment

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Section A GENERAL

1. FY-74 saw a reorganization of the Office of Security
with a coincidental restructuring of the Information Systems
Security Group. In a sense this reorganization, along with
the implementation of the goal oriented Management by Objective
program, created an atmosphere of "new beginnings". Too, the
coming of age of the information handling security program as
an integral responsibility of the Office of Security added to
this feeling of a fresh start.

2. The formulation of objectives, the accompanying
action plan, and the subsequent development of Letters of
Instruction got management involved in their proper business -
managing people to get a properly defined job done in good
time.

3. In the transition from the planning stage to the
real world (MBO) the ISSG initially progressed toward its
goals in timely fashion. It became evident, however, that the
objectives it set were too numerous (some 15 in number) and
more often than not were functions rather than objectives.
Too, a significant personnel turnover (resulting from transfers
and resignations and a necessary reordering of priorities)
impacted significantly on the ability of the Group to meet its
planned objectives. This was particularly true in the areas
of policy formulation and external support.

Section B PERFORMANCE AGAINST FY 1974 OBJECTIVES

1. In the area of policy development the ISSG, through
the Computer Security Subcommittee, SECOM, produced and sub-
sequently arranged to have published an Intelligence Community
Policy Paper on the sanitization of magnetic storage media.
A companion objective, the publication of a Headquarters
Regulation on the same subject, was not completed.

2. A Headquarters Regulation on computer security
responsibilities was completed in timely fashion. Subsequent
publication of the regulation has been delayed by lack of
coordination within the Directorate of Operations.

3. Training and orientation objectives in the field of computer security have been accomplished through liaison with OJCS and the presentation of a seminar within ISSG. The seminar was postponed from February until June during a reordering of objectives in February 1974.

25X1   4. A restructuring of the Agency's handling of accountable classified matter (to include the Top Secret Control Program and a revision of HR [   ] has been delayed due to lack of personnel resources.

5. Completion of the report analyzing and evaluating the test of the OJCS 67/1 Interactive Computer System was completed 28 June. This was originally scheduled for completion in the second quarter of FY-1974.

6. The implementation of a security audit trail of the OJCS 67/1 Interactive System has been implemented and is functioning well.

7. The test and evaluation of the software disconnect facility of the OJCS Interactive System, though delayed to await installation of equipment by OJCS, was completed and proved to be effective during nonbusiness hours. A companion check of all remote terminals to determine proper installation and main-tenance from a security viewpoint was completed. This check of the system will be repeated on a semi-annual basis.

8. Security guidance and definition of requirements for the OJCS ~~MASS~~ storage system were completed. Full support in th~~eir~~ effort was delayed awaiting completion of a contractor effort.

9. The analysis, test, and evaluation of the NPIC Computer System was planned during the fiscal year. The plan was implemented in April 1974 and is experiencing some delay in meeting of milestones. The test should be completed on schedule, 15 September 1974.

Section C   OTHER FY-1974 ACTIVITIES

1. Coordination of Office of Security plans and activities in the field of ADP applications in Office operations

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is a continuing activity of the ISSG not subsumed under a
specific objective. In this regard, the unplanned priority
dedication of a member of the Group to the Central Badge and
Credential System (CENBAD) for a period of six weeks had a
deleterious effect on the efforts directed to other Group
objectives.

Section D   <u>RECOMMENDATIONS</u>

        As a result of the problems encountered from the
improper or imprecise definitions of objectives, the Office
of Security has forwarded a request to the Deputy Director
for Management and Services for permission to restate their
objectives for FY-1975. It is recommended that objectives
be subjected to a more detailed review in light of shifting
priorities, altering of personnel resources available, and
their continuing pertinence to the Office of Security mission.